

## ISB Policy Development Process

Prepared by Leroy Hurt, DIS/MOSTD (360) 902-3574, [leroyh@dis.wa.gov](mailto:leroyh@dis.wa.gov)

### Presenter

Leroy Hurt, Manager, Policy and Plans

### Purpose of Appearance

To familiarize the Board with the process by which MOSTD develops and maintains ISB policy.

### Previous ISB Appearances

No previous appearances.

### Staff Recommendation to the Board

No recommendation. This is an informational briefing.

### Background

ISB policy defines an enterprise wide approach to information technology to promote change when needed and align Washington with national initiatives and standards where appropriate. Articulating the intent of the ISB, policy seeks to achieve a balanced approach where controls are commensurate with severity and risk.

The framework of ISB policy consists of policies, standards, guidelines, and tools as defined below:

- Policy: Brief statements of ISB direction with respect to the planning and management of information technology *requiring* compliance.
- Standards: The degree or level of requirements that agencies shall follow. Like policies, standards are *mandatory* unless specific permission for a variation is given by the ISB.
- Guidelines: *Optional* but recommended courses of actions. They are “how to” documents that describe ways for agencies to comply with policies and standards. Unlike policies and standards, guidelines are not mandatory. They may be followed to the extent that agency management finds them useful.
- Tools: Practices and deliverables available for agency use to enhance services and operations. Like guidelines, use of tools is *not mandatory* but is encouraged because of their standing as best practices.

Policy development and management is an inclusive process built on early stakeholder involvement and effective, consistent communications. Ensuring that policy is documented and well understood, MOSTD has created a process of development and review that is consistent, expeditious, and adaptable. This process has been documented and is maintained by the MOSTD Policy, Standards, and Guidelines team, a collaborative group from different units within MOSTD. The hallmark of the team’s work is an annual review program begun in 2004 that ensures ISB policies are updated to reflect current technology and cross-referenced to other policies for consistency.

Annual review status of the 49 documents that comprise the ISB policy framework:

- Complete: 9
- Underway: 21
- Scheduled for review: 12
- Scheduled for integration with Business Continuity Initiative: 3
- Scheduled for integration with Enterprise Architecture: 3

- Archived: 1